

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

Grantee Name	City of Jackson
Name of Entity or Department Administering Funds	Office of Housing and Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Heather Ivery
Title	Homeless Program Coordinator
Address Line 1	200 S. President St.
Address Line 2	
City, State, Zip Code	Jackson, MS 39203
Telephone	(601) 960-1489
Fax	(601) 960-6712
Email Address	hivery@city.jackson.ms.us
Authorized Official (if different from Contact Person)	Frank Melton
Title	Mayor, City of Jackson
Address Line 1	P.O. Box 17
Address Line 2	
City, State, Zip Code	Jackson, MS 39201
Telephone	
Fax	
Email Address	
Web Address where this Form is Posted	www.city.jackson.ms.us

Amount Grantee is Eligible to Receive*	\$1,031,154
Amount Grantee is Requesting	\$1,031,154

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: The City of Jackson followed its Citizen Participation Plan by preparing a public notice advertisement in the Clarion Ledger (State-Metro non-legal section) on April 28, 2009. This advertisement announced the availability of the State of Mississippi's Homelessness Prevention and Rapid Re-Housing Program Substantial Amendment (DRAFT). This information was also made available on the city's website at www.city.jackson.ms.us. A twelve (12) day comment period was provided to receive input on the proposed amendment. Comments were accepted through Monday, May 11, 2009.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☐ Grantee did not receive public comments.
- ☐ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

x Competitive Process

☐ Formula Allocation

☐ Other (Specify: _____)

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2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: The City of Jackson will issue a RFP to any non profit service agency that wants to apply for HPRP funds. These requests will be evaluated on the organization's proposed budget, capacity, plans to carry out the HPRP funds, how eligible clients would be identified, monitoring process, case management, etc. Awards will be made once HUD has approved the City of Jackson's amended Action Plan.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: After review of the proposals, the City of Jackson will prepare grant agreements with service agencies that are selected. The City will sign grant agreements with the agencies once HUD has signed the grant agreement with the City of Jackson. The agencies will have 2 weeks to submit the grant agreement back to the City of Jackson to be processed.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response: The City of Jackson will appoint a project manager that will be responsible for overseeing these funds for the three years of the project. They will be responsible for reviewing requests for cash, reviewing expenditures, and routine monitoring visits to agencies. This will ensure proper use of funds as well as timeliness in expenditures. Monitoring will begin when the first request for cash is made. Technical assistance will be provided to agencies by phone, email or visits.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response: The City of Jackson wants to partner with other local agencies. A notice will be placed on the City of Jackson's web site at www.city.jackson.ms.us and posted at local agencies that serve the target population. A referral system will be put in place to allow agencies to refer eligible clients to agencies with HPRP funds.

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The City of Jackson will also continue its partnership with our local COC to insure that as many people as possible are reached within the target population.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response: On Monday, April 13, 2009 the City of Jackson met with Partners to End Homelessness, our local COC to discuss how we can work together. The City of Jackson is represented on the PTEH board. We will continue to partner with them to make sure we meet as many people as possible with the HPRP funds.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response: The City of Jackson will follow the guidelines set forth in the HPRP notice. Eligible activities for housing relocation/stabilization include: case management, outreach and engagement, housing services and placement, legal services and credit counseling/repair. Eligible financial assistance activities include short and medium term rental assistance, security deposits, utility deposits/payments, moving cost, and hotel/motel vouchers. Funds will only be issued to the appropriate third party and not directly to clients. If the City of Jackson discovers that funds have been paid directly to program participants, the City of Jackson will require the agency to reimburse the City of Jackson for the costs and it will be at the City of Jackson's discretion to terminate the contract with the agency, in which case the remaining funds will be allocated to another agency. Also, if the City of Jackson discovers funds have been used for ineligible activities, the agency will be required to reimburse the City of Jackson and it will be at the discretion of the City of Jackson to terminate the contract and allocate the remaining funds to another agency. Ineligible activities include but are not limited to: child care, employment training, mortgage cost, construction or rehabilitation, credit card bills or other consumer debt, car repair or other transportation cost, travel costs, food, medical or dental care and medicines, clothing or grooming, home furnishings, pet care, entertainment activities, work or education related materials, certifications, licenses, and general training classes.

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E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re- housing	Total Amount Budgeted
Financial Assistance ¹	\$435,662.56	\$234,587.54	\$670,250.11
Housing Relocation and Stabilization Services ²	\$167,562.53	\$90,225.97	\$257,788.51
Subtotal (add previous two rows)	\$603,225.10	\$324,813.52	\$928,038.62

Data Collection and Evaluation ³	\$51,557.70
Administration (up to 5% of allocation)	\$51,557.70
Total HPRP Amount Budgeted⁴	\$1,031,154

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title